

**CaER ISO 9000 Implementation Team Meeting**  
**6/17/04**

Attendees:

Charles Chen /CD02  
Mack Blackman/CD10  
Pat Schultz/CD20  
Caroline Wang/CD30  
Judi Hollingsworth/CD50  
Judy Pettus/CD70

Items Discussed:

ISO Refresher Training: Caroline asked for feedback regarding each organization's refresher training.

Record Retention Schedule: Org reps need to send updated record plans to Sheila McDonald. Make sure to take Annette Tingle's name off of the form (she is no longer the MSFC records manager). If your plan is being revised, please prepare a memo to show that it is under revision.

Values and Quality Policy: Discussion was made about future plans for the One NASA Values and Quality Policy to replace the MSFC Values and Quality Policy. It was confirmed that this change will not take place until after the June 22 NQA audit. Employees should still use the current values and quality policy.

Important Dates:

**NQA Triennial Audit:**

June 22 – 26

**Paper Audit:**

July 15, 9:00 – 12:00 (329)

**CaER Internal Audit:**

August 16